



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5041.2S

CINSP

11 JAN 2001

## BASE ORDER 5041.2S

From: Commanding General

To: Distribution List

Subj: COMMAND INSPECTION PROGRAM (CIP)

Ref: (a) MCO 5040.6F

(b) MarForLantO 5041.1B

(c) MCO 1700.23E \*

(d) BO 1700.1N

(e) MOA between CG Training and Education (T&E) Command and CG, MCB

Encl: (1) External Inspections

(2) Functional/Technical Areas Subject to the Commanding General's Inspection (CGI)

(3) CGI Inspection Principles, Definitions, and Grading System

(4) Inspection Report

1. Purpose. Reference (a) establishes the Marine Corps inspection process and assigns inspection authority and responsibility to the Commanding General (CG), Marine Corps Base (MCB). This Order establishes the overall concept of the Command Inspection Program (CIP), provides appropriate guidance, and sets forth administrative procedures in support of the program.

2. Cancellation. BO 5041.2R.

3. Background

a. Almar 023/99, the "Commandant's Intent," provides specific instructions regarding the direction that all future inspections within the Marine Corps will take. Effective upon receipt, all inspections will become "short notice" in nature. The intent of the short notice approach is to preclude the wasted time and effort many commands undertook as they prepared to look their best on inspection day. The short notice approach will provide a more candid and clearer view of the true readiness posture of the Marine Corps.

b. References (a) and (b) require Major Subordinate Commanders to develop and execute a biennial inspection program, ensuring that inspections reinforce the importance of combat readiness, evaluate the critical areas essential for mission performance, and serve as a means for commanders to train their units. The CIP is a combination of Headquarters Marine Corps directed inspections, and Commanding General, Marine Corps Base Camp Lejeune directed inspections. The CIP is designed to reduce, eliminate, and/or consolidate the inspections a Base unit will undergo during a fiscal year.

c. The Inspector General of the Marine Corps (IGMC) will evaluate triennially, the effectiveness of the CIP through visits and analysis of command inspection reports.

#### 4. Command Inspection Program

a. Headquarters Marine Corps Directed Inspections. Enclosure (1) lists required inspections or audits that are scheduled or coordinated by a sponsoring external agency. The inspections as listed in enclosure (1) are not all encompassing. There are many other types of inspections/audits/assistance visits that occur that are not programmed.

b. Commanding General's Inspection. Per reference (a), a Commanding General's Inspection (CGI) will be conducted biennially on all Marine Corps Base units and the Marine Corps formal schools at Camp Lejeune, as agreed and concurred with by the Commanding General, Marine Corps Training and Education Command. The CGI will include those items traditionally inspected as part of the former IGMC inspection excluding those items inspected during an external inspection as listed in enclosure (1). This will preclude redundancy. Functional/technical areas to inspect under the CGI are identified in enclosure (2). This inspection is the primary means to determine if Base units and the Marine Corps formal schools at Camp Lejeune are in compliance with Marine Corps policies and directives regarding:

- (1) Personnel Administration.
- (2) Logistics.
- (3) Personnel.
- (4) Training.

(5) Medical and Dental.

(6) Safety.

(7) Security

(8) Environmental Compliance.

(9) General - Other functional areas required per reference (a) to be inspected such as Public Affairs, fiscal matters, postal affairs, and the Absentee Voting Program.

5. Concept

a. The philosophy of the inspections conducted by this Headquarters will be to evaluate and assist. As discrepancies are identified by an inspection, members of the inspected unit will be educated on the proper procedure to correct the problem area. The grades assigned by inspectors will reflect those discrepancies identified upon arrival at the unit. Any discrepancy that was identified and then corrected during the conduct of the inspection will be reported to the Commanding General as corrected and no further evaluation required.

b. Inspections will be short notice type inspections to minimize wasted preparation time and give commanders an accurate assessment of their day-to-day readiness.

c. The purpose of these inspections is to ensure subordinate commands/sections comply with the policies of the CMC and the CG, MCB Camp Lejeune; assist commanding officers in promoting morale, economy, efficiency, effectiveness, readiness, and training professionalism; and detecting and preventing waste, fraud and abuse, discrimination, sexual harassment, and any other improprieties.

d. Under the CGI, commands and personnel will be inspected on a decentralized basis, ensuring each functional/technical area is inspected at a minimum of once within a two-year period.

e. Inspections will be conducted in a manner that cause minimal disruption to the command/section being inspected.

f. Commanding Officers and Assistant Chiefs of Staff, will provide as requested by the Command Inspector, inspection teams as necessary to fulfill the requirements of the CGI.

g. For those inspections requiring special expertise not resident within the command, the Command Inspector will request appropriate assistance from IGMC and/or external commands/organizations.

h. Written reports of external technical inspections and/or assistance visits as listed in enclosure (1), may satisfy the requirements of specific functional areas of the CGI. The results of these evaluations shall be forwarded to the CG, MCB Camp Lejeune and/or the CG, Training Command via the Command Inspector.

## 6. Inspection Procedures

a. CIP Planning. Planning and executing the CIP program requires coordination with various staff sections. A CIP planning cell, consisting of representatives from each staff section, will meet as required in order to accomplish the following:

- (1) Schedule and conduct inspections.
- (2) Determine the requirements necessary for conducting inspections.
- (3) Act as a point of contact for updating the functional area checklists.
- (4) Coordinate assist visits.
- (5) Formulate corrective action for units needing assistance, particularly corrective action for those problems that are beyond the capability of the commander to solve.
- (6) Resolve other problems and/or issues that may arise.

b. Inspection Routine. The techniques of an inspection/assist visit will depend upon the nature of the inspection/assist visit but the following events will be included in most inspections/assist visits.

- (1) Call on the Commanding Officer and Sergeant Major to discuss details of the inspection.

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(2) Physical inspection of all facilities and grounds.

(3) Instructional out-briefs with cognizant personnel.

(4) Completion of checklist(s), if applicable, and preparation of reports.

(5) Critique with the Commanding Officer and Sergeant Major upon completion of the inspection.

c. Follow-up Inspection

(1) The purpose of a follow-up evaluation is to determine the action taken by a unit to correct the findings identified during a previous evaluation. It assesses whether corrective action is effectively completed, is producing the desired results, is not causing new problems, is economical and efficient, and is practical and feasible.

(2) The Command Inspector will follow-up on all discrepancies noted during the CIP. A corrective action report will be submitted to the Command Inspector within 30 days after the inspection. The corrective action report will state the corrective action taken and the units progress in solving/correcting noted discrepancies.

d. CIP Principles, Definitions, Grading System, and Checklists. Inspection principles, definitions, and grading system, and information concerning inspection checklists, are delineated in enclosure (3).

e. CGI Certificate. Organizations having no findings in any graded area during the CGI will be recognized with a special Commanding General's CIP Certificate.

7. Action

a. Command Inspector

(1) Serve as the principal advisor to the Commanding General on all inspection matters. The Command Inspector will be the focal point for all inspections within the command, and maintain an oversight and follow-up system for monitoring and tracking command actions taken to correct problem areas reported in the inspection report.

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(2) Monitor all inspections as required, requested and/or directed to fulfill the requirements of the CIP.

(3) Establish inspection teams, conduct training for inspectors, and ensure all inspectors adhere to the inspection principles found in enclosure (3) of this Order.

(4) Coordinate with the principal and special staff officers concerning any additions or deletions of functional/technical areas under their cognizance as outlined in enclosure (2).

(5) Schedule and coordinate briefings for the CG, MCB Camp Lejeune on inspection results and status of corrective actions upon completion of a CGI.

(6) Maintain CIP inspection results for a minimum of five years.

(7) Provide an overall evaluation of the adequacy and effectiveness of internal control systems to deter and/or detect waste, fraud and abuse, discrimination, sexual harassment and any other improprieties from Unit Inspection Reports. When weaknesses are detected, provide recommendations to correct and/or strengthen internal control systems as appropriate.

(8) Report inspection results in accordance with references (a), (b), (e) and enclosure (4).

(9) Prepare and forward the Annual Inspection Report per references (a), (b) and enclosure (4).

b. All Other General and Special Staff Officers

(1) Provide functional area inspector personnel to the Command Inspector, MCB Camp Lejeune.

(2) Respond to requests for assistance visits from commanders.

(3) Become familiar with the inspection checklists available through the IGMC's Automated Inspection Reporting System (AIRS), for those functional/technical areas listed in enclosure (2). Review and update the checklists annually to ensure they are accurate and include items that are unique to MCB Camp Lejeune commands or activities.

(4) Encourage frequent, continuing, and informal staff visits to organizations/units to further assist them in achieving mission readiness.

(5) Inform the Command Inspector when external inspections/evaluations/audits are scheduled or in progress.

(6) At a minimum, maintain a copy of the checklist used to conduct the inspection, inspection report and a copy of the corrective action response (if required) per applicable directives.

c. Commanding Officers

(1) Develop and implement a written internal inspection/evaluation program per the policies contained in this Order.

(2) Provide augmentation inspectors as requested by the Special Staff Officers to support the CIP.

(3) Establish programs as required, to ensure the promotion of morale, economy, efficiency, effectiveness, readiness, and training professionalism, and to detect and prevent waste, fraud, and abuse, discrimination, sexual harassment, and any other improprieties.

(4) At a minimum, maintain a copy of the checklist used to conduct the inspection, inspection report, and a copy of the corrective action response (if required) per applicable directives.

(5) Inform the Command Inspector when external inspections/evaluations/audits are scheduled or in progress.

8. Reports. Enclosure (4) provides amplifying instructions and information regarding required reports.

9. Summary of Revision. This Order has been revised in its entirety and should be reviewed thoroughly.

10. Concurrence. This Order has been coordinated with and has the concurrence of the Commanding General, Training Command.



A. J. KARLE JR.  
Chief of Staff

DISTRIBUTION: A Less Categories III and IV plus CINSP (35)

## EXTERNAL INSPECTIONS

1. The below listed inspections or audits are scheduled or coordinated by the sponsoring agency as indicated. This list is not all encompassing. There are many other types of inspections/audits/assistance visits, which occur that are not programmed.

<u>TYPE INSPECTION</u>	<u>SPONSORING AGENCY</u>
Marine Corps Administrative Analysis Team (MCAAT)	HQMC (Code MIF)
Child Development Program	HQMC (Code MHF)
Family Service Centers	HQMC (Code MHF)
Adequacy of Detention and Brig Spaces	HQMC (Code MHC)
Procurement Management Review	HQMC (Code LBO)
Food Management Team Analysis and Assistance Visit	HQMC (Code LFS)
Field Supply Maintenance Analysis Office (FSMAO)	HQMC (Code LPC)
Environmental	HQMC (Code LFL)
Family Housing Project Survey/Validation Visits	HQMC (Code LFF)
Facilities Management Assistance Visits (FMAT)	HQMC (Code LFF)
Major Repair/Minor Construction Project Validation Visit	HQMC (Code LFF)
Arms, Ammunition, and explosives (AA&E) Physical Security Structural Upgrade Assistance Visits	HQMC (Code POS)
DoD Explosives Safety Board (DDESB) Inspection	HQMC (Code ASL) and MARCORSYSCOM (Code PMAM)
Ammunition and Hazardous Materials	HQMC (Code PMAM) and MARCORSYSCOM (Code PHAM)
Explosives Safety Inspection	HQMC (Code SD)

ENCLOSURE (1)



# FUNCTIONAL/TECHNICAL AREAS SUBJECT TO CIP INSPECTION

1. The CGI will concentrate on core inspection program functional areas (i.e., personnel administration, logistics, personnel, training, medical and dental, safety, security, environmental compliance, intelligence and general areas mandated by external agencies/directives) as specified in enclosure (5) to reference (a).
2. All functional/technical areas delineated below are subject to inspection under the CGI. Principal staff officers who are responsible for each functional area are listed in the table and have primary responsibility to provide inspectors for each area.
3. Waivers of CGI functional/technical areas will be reviewed and validated on an annual basis. Commands will submit requests for waivers not later than 1 October annually. Approved requests for waivers will be maintained at the respective unit and by the Command Inspector.

<u>FUNCTIONAL AREAS</u>	<u>PRINCIPAL STAFF OFFICER</u>
Request Mast (020)	Command Inspector
Homosexual Conduct Policy (030)	EO Advisor
Career Planning (040)	AC/S, Manpower
Publications and Directive Controls (060)	AC/S, Manpower
Marine Corps Records Management Program (061)	AC/S, Manpower
General Administration (062)	AC/S, Manpower
Performance Evaluation System (063)	AC/S, Manpower
Printing Management (064) *	AC/S, Manpower
Privacy Act (065)	AC/S, Manpower
Promotion (066)	AC/S, Manpower
Identification Cards (067) *	AC/S, Manpower
Personnel Administration (070)	AC/S, Manpower
Military Awards (071)	AC/S, Manpower
Marine Corps Total Force System (080)	AC/S, Manpower
Legal Administration (090)	SJA
Postal Affairs (100)	AC/S, Manpower
Personal Affairs (120)	AC/S, Manpower
Separations and Retirement (121)	AC/S, Manpower
Transition Assistant Management Program (122)	AC/S, MCCA

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<u>FUNCTIONAL AREAS</u>	<u>PRINCIPAL STAFF OFFICER</u>
Marine Corps Personnel Sponsorship (123)	AC/S, Manpower
Ground Safety (130)	AC/S, ISS
Motor Vehicle Safety (140)	AC/S, ISS
Public Affairs (150) *	Dir, CPAO
Non-Appropriated Funds Personnel (160) *	AC/S, M CCS
Equal Opportunity Program (190)	EOA
Substance Abuse Program (200)	AC/S, M CCS
Absentee Voting Program (210)	AC/S, Manpower
Officer Uniform Inspection (290)	CInsp
SNCO Uniform Inspection *(300)	CInsp
Personnel Inspection (310)	CInsp
FWA Oversight and Hotline (316) *	CInsp
Drill (320)	CInsp
Sword Manual (325)	CInsp
Physical Fitness Program (340)	CInsp
Weight Control/Military Appearance Program (350)	CInsp
Marksmanship Program (360)	CInsp
Unit Training Management (380)	CInsp
Water Safety/Survival Program (381)	CInsp
Battle Skills Training (382)	CInsp
Leadership Training (383)	CInsp
Troop Information Program (384)	CInsp
Professional Military Education (PME) (385)	CInsp
Marine Corps Institute (MCI) Program (390)	CInsp
Formal School (400)	CInsp
Information Systems Management (405) *	AC/S, MSD
Education Programs (410)	AC/S, M CCS
Color Guard (420)	CInsp
Interior Guard (430)	AC/S, ISS
Correctional Facility (440) *	AC/S, ISS
Historical Program (460)	AC/S, TE&O
Training and Audiovisual Support (470) *	AC/S, TE&O
Physical Security & Combating Terrorism (480)	AC/S, ISS
Fiscal Matters (490) *	AC/S, Comptroller
Religious Ministries (520)	Base Chaplain
Garrison Property (561)	AC/S, Logistics
M CCS Activities (650)	AC/S, M CCS

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<u>FUNCTIONAL AREAS</u>	<u>PRINCIPAL STAFF OFFICER</u>
Housekeeping (670)	AC/S, Facilities
Bachelor Housing Management (680)	AC/S, Facilities
Food Service Activities (700)	AC/S, Logistics
Maintenance and Operations of Facilities(760) *	AC/S, Facilities
Utilities Management (761) *	AC/S, Facilities
Energy Conservation (762) *	AC/S, Facilities
Natural Resource Management (763) *	AC/S, EMD
Environmental Program Management (764) *	AC/S, EMD
Fire Prevention and Protection Management (765)	AC/S, ISS
Industrial Hygiene (766)*	Naval Hospital
Pest Control Program(767) *	AC/S, Facilities
Facilities Planning and Programming System (770) *	AC/S, Facilities
Family Housing (780) *	AC/S, Facilities
Traffic Management (800) *	AC/S, Logistics
Commercial Activities (CA) Program (920) *	Dir, BPI
NBC Defense (Individual) (930)	CInsp
Detention Spaces (950) *	AC/S, ISS
Correctional Custody (955) *	AC/S, ISS
Family Programs (960) *	AC/S, M CCS
Civilian Leadership Development Program (980)	AC/S, TE&O

Notes:

\* These functional/technical areas will be inspected at the General and Special Staff level only.

ENCLOSURE (2)

## CIP INSPECTION PRINCIPLES, DEFINITIONS, AND GRADING SYSTEM

1. Inspection Principles. Commanders and inspectors will consider the following as a minimum when preparing for and conducting inspections:

a. Inspectors will identify root causes of problems, particularly those beyond the capability of the commander to solve.

b. Inspectors will respect and uphold the commander's authority.

c. The number, frequency and type of inspections will be held to a minimum.

d. Duplication among inspections will be avoided. Where an external inspection, such as FSMAO or MCAAT, occurs during the biennial period, commanders may substitute the external inspection results to satisfy those pertinent areas required under the CIP.

e. Inspections will recognize excellence.

f. Inspections will be positive, productive, learning experiences for the Marines.

g. Inspections will result in a written report.

h. The inspection process will include follow-up and resolution of problems, which are beyond the ability of the inspected unit to solve.

i. Inspections will be decentralized whenever possible. All inspections in military areas commonly referred to as "troop events" (i.e., physical fitness test (PFT), uniform inspections, drill) will be conducted by the inspected unit commander or their designated representative.

j. Inspections will foster a climate of trust and confidence.

2. Definitions. For the purpose of this Order, the following definitions apply:

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a. Assistance Visit. An unofficial evaluation requested by a commander or directed by the Commanding General. The result will be used exclusively for the purpose of training organization/unit personnel and will not be used to compare or to provide the basis of evaluation of past performance. The results are provided only to the commander or head of the visited organization/unit.

b. Audit. An independent and objective examination of financial statements, internal controls, and/or the efficiency and effectiveness of management activities. Government audits are highly formalized reviews which must be performed in accordance with Generally Accepted Government Auditing Standards (GAGAS) and by professionally qualified auditors.

c. Checklists. A written set of guidelines for a specific functional area which:

(1) outlines the general elements for day-to-day administration and operation of a program;

(2) provides guidelines for internal review;

(3) provides standardized criteria for the conduct of an inspection.

d. Discrepancy. An error or failure to comply with guidance, direction, or action as stated in appropriate and applicable directives.

e. Evaluation. An official appraisal or study to determine the significance, validity, effectiveness and value of a particular program or event.

f. Trend. A pattern, which if allowed to continue uncorrected, may result in a finding.

g. Finding. A significant problem within the organization/unit which:

(1) detracts from the organization/unit's readiness;

(2) is a practice that could lead to waste, fraud or abuse;

(3) involves issues of health, morale, or welfare of personnel;

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(4) significantly deviates from Marine Corps and/or higher headquarters policies and procedures.

h. Inspection. An official evaluation of an organization/unit where the results or findings are reported in writing.

i. Follow-up Inspection. An inspection of the action taken by a unit to correct deficiencies identified during a previous inspection. The purpose is to assess whether corrective action is effectively completed, producing the desired results, not causing new problems, economical and efficient, practical and feasible.

### 3. Grading System

a. The primary purpose of this grading system is to qualify those capabilities of the inspected area or individual being evaluated or inspected.

b. The following grades will be assigned:

(1) Mission Capable. The command/unit possesses and uses the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

(2) Non-Mission Capable. The command/unit does not possess or does not use the requisite skills, equipment, personnel, and understanding to accomplish its assigned mission, tasks, and functions.

### 4. Inspection Checklists

a. Inspection checklists, which are maintained current and up-to-date by the respective HQMC functional area managers, shall be used by organizational commanders and inspectors in preparing for and conducting inspections under the CIP. Current, up-to-date inspection checklists for each functional/technical area to be inspected will be provided to the organization/unit upon request. The following cautionary notes are provided concerning the use of inspection checklists.

(1) Inspection checklists are intended to provide commands with the guidelines from applicable directives for day-to-day administration and operations. They are not intended to be all encompassing in content. Thus, total reliance on such checklists,

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in lieu of proper reference to pertinent directives, should be avoided. In addition, senior inspectors should note that some items listed on inspection checklists may not apply to every inspection.

(2) Notwithstanding the fact that inspection checklists are updated by the respective HQMC functional area managers on a continuous basis, care must be exercised to ensure that the current directives and checklists are used in preparing for the inspection.

b. A copy of each completed inspection checklist will be provided to the commander of the inspected organization/unit upon completion of a CGI inspection. This will form the basis for any required corrective action and/or refinement to successful programs. Inspectors will address findings and discrepancies noted and provide appropriate comments and suggestions to correct shortcomings. Copies of inspection checklists used by inspectors for the CGI will not be forwarded to HQMC.

c. Current Marine Corps inspection checklists can be accessed through the web at <http://www.hqmc.usmc.mil/ig/ig.nsf> (recommend units download the windows version) or obtained through the Command Inspectors Office.

ENCLOSURE (3)

## INSPECTION REPORTS

### 1. CGI Inspection Report

a. The primary purpose of the CGI Inspection Report is to present to the inspected commander information to initiate required actions within the command to correct discrepancies noted, refine existing programs, and aid in overall accomplishment of the units mission. An equally important purpose is to provide commands at all echelons with a means by which their opinions, comments, and recommendations regarding performance, policy, and procedures can be viewed.

b. The functional/technical area Inspection Report is prepared by the cognizant staff/special staff Inspector using the format in appendix A to this enclosure. Copies of completed checklists will accompany all completed reports.

c. Each inspector must ensure that conclusions reached are factual and are developed from the AIRS inspection checklists. Recommendations contained in the report must be supported by references/documentation. Causative factors and the impact of the problems should be identified and supported by the findings and recommendations. Recommendations will address these factors as well as the discrepancies noted.

d. The report should stand alone and provide a comprehensive appraisal. However, it should be noted that the report is not a summarization of the checklists and under no circumstances will the report contain findings not contained in the completed checklists and discussed during the debrief.

### 2. Unit Inspection Report (UIR)

a. The Unit Inspection Report is a compendium of functional/technical area Inspection reports collated by the Command Inspector using the format in appendix B to this enclosure. This report will be submitted simultaneously to the commander of the inspected unit and the Commander, U.S. Marine Corps Forces, Atlantic within 30 days of the completion of the inspection. Additionally, reports on the inspection of formal schools will be forwarded to the Commanding General, Training Command.

ENCLOSURE (4)



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b. The Commanding General may direct a reinspection of a unit found to have findings/discrepancies, which require additional assistance and supervision. Reinspections will normally be conducted between 60 and 90 days following the initial inspection, depending upon the complexity of the deficiency and time required to make needed corrections.

c. The UIR will be retained on file at the Command Inspector's Office for a minimum of five years.

3. Corrective Action Report (CAR)

a. The CAR is required when a unit is found to have findings that require follow-on assistance and/or supervision to correct. The CAR will provide a detailed explanation as to what actions were taken by the command to correct any finding(s) indicated in the UIR.

b. The CAR is prepared by the inspected unit using the format contained in Appendix C to this enclosure. The CAR will be submitted to the Commanding General, via the Command Inspector within 90 days of receiving the Unit Inspection Report (UIR).

4. Annual Inspection Report The Annual Inspection Report is a detailed narrative report submitted by the Command Inspector to the CMC (IG) via Commander, U. S. Marine Corps Forces, Atlantic each year by 15 October using the format found in Appendix D to this enclosure.

ENCLOSURE (4)

COMMANDING GENERALS EVALUATION REPORT

UNIT INSPECTED:

DATE OF INSPECTION:

INSPECTOR(S):

FUNCTIONAL/OPERATIONAL AREAS INSPECTED:

GRADE:

1  
2  
3  
4  
5  
6  
7  
8  
9  
10

MC	_____	NMC	_____
MC	_____	NMC	_____
MC	_____	NMC	_____
MC	_____	NMC	_____
MC	_____	NMC	_____
MC	_____	NMC	_____
MC	_____	NMC	_____
MC	_____	NMC	_____
MC	_____	NMC	_____
MC	_____	NMC	_____

FINDINGS AND RECOMMENDATIONS:

COMMENTS:

OVERALL GRADE: MC \_\_\_\_\_ NMC \_\_\_\_\_

Appendix A to  
ENCLOSURE (4)

UNIT INSPECTION REPORT FORMAT

From: Commanding General, Marine Corps Base, Camp Lejeune  
To: Commanding Officer/Officer-In-Charge

Subj: UNIT INSPECTION REPORT (UIR)

Ref: (a) MCO 5040.6F  
(b) MarForLant 5041.1B

1. Per the reference, the following report is submitted.

2. Section I.

a. Narrative statement of the overall character, capability and ability to accomplish assigned mission, tasks, and functions of inspected area.

b. Listing of functional/technical/other area inspected.

3. Section II.

a. Findings and Recommendation.

(1) Finding #1. A statement of fact describing in sufficient detail the discrepancy condition noted.

Recommendation #1. A statement of recommended corrective action to resolve finding noted.

(2) Finding #2.

Recommendation #2.

b. Amplifying comments. Any comments which enhance the understanding of the finding(s) noted or specifics associated with a particular finding or existing situation of interest.

4. Additional areas of priority or concern. Any additional requirements placed upon the inspector by the major subordinate commander.

5. Comment on evaluation of internal controls.

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COMMANDING GENERAL

Copy to:  
Commander, U.S. Marine Forces, Atlantic (Attn: MARFORLANT Inspector)

Appendix B to  
ENCLOSURE (4)

CORRECTIVE ACTION REPORT FORMAT

OFFICIAL LETTERHEAD

5041  
OFF CODE  
DATE

From: Commanding Officer, (Unit)  
To: Commanding General, Marine Corps, Camp Lejeune, North  
Carolina (Attn: Command Inspector's Office)

Subj: CORRECTIVE ACTION REPORT

Ref: (a) BO 5041.2S  
(b) CGI Inspection Report

1. Per the references, the following report is submitted:

a. List findings/discrepancies and corrective action taken.

(1) Finding #1.

Corrective Action #1.

(2) Finding #1.

Corrective Action #2.

b. Provide comments concerning overall actions (procedural changes, training, etc.) taken to correct discrepancies.

2. Amplifying Comments. Any comments which may require higher headquarters attention to address corrective action.

Commanding Officer

Appendix C to  
ENCLOSURE (4)

ANNUAL INSPECTION REPORT FORMAT

From: Commanding General, Marine Corps Base, Camp Lejeune  
To: Commandant of the Marine Corps (IG)  
Via: Commander, U.S. Marine Corps Forces, Atlantic (Attn:  
MarForLant Inspector)

Subj: ANNUAL INSPECTION REPORT, FY \_\_\_\_\_

Ref: (a) MarForLantO 5041.1B

Encl: (1) (If applicable)

1. Per the reference, the following report is submitted.
2. A detailed narrative summary of the MSC's overall capability as reflected from the inspections conducted, impressions gained, to include comments/recommendations which may enhance the Marine Corps Inspection Program.
3. Findings or command-wide findings which impact the Marine Corps as a whole; i.e., professional knowledge/competence, unit training, formal schools training, etc. This paragraph shall include those findings noted in all inspections; i.e., Naval Audit, DODIG, MCAAT, FSMAO, BUMED, MCCRES, ECE's, any environmental regulatory agency visits (inspections, audits, etc) etc.
4. Corrective actions taken on finding(s) that the command had the ability to correct.
5. Narrative summary of units/sections/Marines recognized for their outstanding accomplishments during inspections conducted.
6. Items requiring higher headquarters attention (FMF or HQMC).

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Commanding General

Appendix D to  
ENCLOSURE (4)